**CURRICULUM VITAE**

**RITA AKOTEY**

**KNUST, KUMASI**

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**PERSONAL DETAILS**

Date of Birth : 22/11/1964

Languages Known : English, Twi, Buili

Gender : Female

Marital Status : Single

Nationality : Ghanaian

**CAREER OBJECTIVE**

* I am a library assistant and i hope to be working in an increasingly responsible position, with an employer, that enables me to utilize my talents and work closely with my colleagues in solving important problems and breaking new trends as far as information retrieval and management using ICT is concerned.
* I seek to contribute my knowledge and skills in Client Service, Processing of book and non-book materials as well as Administrative work, in a progressive and dynamic environment.

**KEY STRENGTHS & PERSONAL SKILLS**

* Ability to ensure high level of user satisfaction by building and maintaining good relationship with clients
* Ability to build a harmonious relationship with colleagues.
* Ability to adjust successfully to different task requirements.
* Ability to grasp new ideas, and very proactive
* Very responsible, accountable, competent, committed, faithful and dedicated, always bearing the mark of Stewardship
* Excellent communication and interpersonal skills with good human relations
* Ability to perform well as both independent contributor and team member as well as work with little or no supervision.
* Uphold strong work ethics
* Highly organized, self-motivated and goal orientated
* Bears the key qualities of integrity, hard work and excellence.

**UNIVERSITY EDUCATION**

**Master of Arts, Information Studies, 2011** - 2012

University of Ghana, Legon:

**Bachelor of Arts, Information Studies,** 2001 - 2004

University of Ghana, Legon

**Diploma in Librarianship,** 1995 - 1996

University of Ghana, Legon

**Certificate in Librarianship, 1991**

University of Ghana, Legon

**THESIS TOPICS**

* Career Progression of Women in Public University Libraries in Ghana
* Information Management in a Changing Society
* Annotated Bibliography of Students Project Work in Faculty of Engineering, KNUST, using CD/ISIS

**SECONDARY EDUCATION**

**G.C.E.’O’ Level Certificate,** 1988

Christian Institute of Accountancy and Technology (CIAT)

**BASIC SCHOOL EDUCATION**

**Middle School Leaving Certificate**, 1983

Weweso L/A Primary and Middle School

**WORK EXPERIENCE**

1988- Date

Kwame Nkrumah University of Science and Technology, Kumasi

**SERVICE TO COMMUNITY**

2017

College of Science Congregation Planning Committee

Member.

2014- Date

FACILITATOR

Library Management Project

Ghana Book Trust

2007- 2010

REPRESENTATIVE- DATA COLLECTION

Plant Resources of Tropical Africa (PROTA)

2002 - 2003

SECRETARY

Builsa Students Union

National Secretariat, Ghana

2002 – 2003

SECRETARY

Builsa Students Union

University Of Ghana, Legon

2007-2009

Member, Benevolence Committee

Church of Christ, Bomso

**TRAININGS/SEMINARS**

* Building Stronger Universities (BSU 11) Facilitation skills 2016
* Inasp: Copyright and Licensing of Research Publications (Online course) 2016
* Lean Management Systems and Creating Customer Value and Satisfaction- 3rd. Summer school, KNUST - 2013
* Advancing Science and Technology through Effective Communication - 4th Summer school, KNUST- 2014
* Sustainable Development of Tertiary Institutions in Ghana amidst Economic and Security Challenges- 5th Summer school, KNUST- 2015
* Improving Quality of Higher Education Through Effective Measurement and Evaluation - 8th Summer school, KNUST - 2018
* Information Training and Outreach Centre for Africa (ITOCA): Electronic library resource training workshop on TEEAL and AGORA programmes for Ghana 2013
* Alexandria Software Training conducted in Kumasi, KNUST Library, 2010.
* Training Advanced Internet Searching (TAIS) conducted in Kumasi (KNUST), Ghana, by The Royal Tropical Institute, Amsterdam, 2008.

**ASSOCIATION**

Member of the Ghana Library Association

**COMPUTER COMPETENCY**

* Proficient in various Computer packages
* Good knowledge of MS Office, including WORD, EXCEL, POWERPOINT.
* Skillful with the use of the Internet and online searches